

SQIG meeting March 25, 1998

General Meeting

Meeting called to order by chairman Steve Stein, 8:30 AM

Attendance

Ronald B. Natali	(925) 422-9105	LLNL
Mike Beattie	(925) 423-7486	LLNL
Pat Mars	(702) 295-0167	BN
Steve Mergenmeier	(702) 295-2433	IT Corp.
Kent Calfee	(423) 574-8141	ORNL
Steve Metta	(702) 295-2571	BN
Lloyd Hinkle	(806) 477-6877	PX
Norm Sandlin	(303) 966-8243	Kaiser Hill
Lily Reese	(505) 665-8767	LANL
Steve Stein	(516) 344-5694	BNL
Dave Torczon	(303) 966-2063	Kaiser Hill
George Vaslos	(509) 372-8113	Fluor Daniel Hanford
Tony Cannon	(423) 574-4413	LMES
Manuel Vigil	(806) 477-6877	PX
Lynn Barnes	(816) 997-4544	Allied Signal/FM&T
Everett Saverino	(505) 844-8862	SNL
Orville Paul	(510) 422-9522	LLNL

*See attached sign up Sheets

Opening Remarks By Steve Stein, SQIG Chair

Thanked Roy Capshaw, DOENVO, for providing the excellent facilities in which we have to meet in here today.

Request was put out to all working group chairs to provide an action item list of their activities they are working on.

Brief introductions were done at this time.

Mr. Stein announced that on Thursday morning at 8:30 AM he will be conducting a tutorial on how to use the SQIG data base. After the training session there will be held a meeting of the Steering Committee.

Secretary, Ronald Natali

Minutes from the August 1997 meeting were read and approved.

Chairman, Steve Stein

Mr. Steve Stein announced in the working group meeting that Don Reagan, SQIG Co-Chair has accepted a new position at ORNL and will not be able to participate in SQIG activities.

Steve opened the floor for nominations of Co-Chair.

Nominee's:

Dave Torczon Kaiser Hill, Rocky Flats

Orville Paul LLNL

Elections held, Dave Torczon is the new SQIG Co-Chair.

Chairman, Steve Stein, Paper for American Society of Quality (ASQ) Customer-Supplier Division Conference

Steve proposed submitting a paper to the American Society of Quality (ASQ) Customer-Supplier Division Conference. This paper would detail what SQIG is doing for DOE. This was tasked to Steve Stein.

Steve also attended the ASQ Auditing Conference. He brought two papers given at the conference for the SQIG general membership. *These papers are attached.*

The titles of these papers are:

“What Gets Measured Gets done”

“Questions your Mother Never Taught You To Ask: Getting the Most from Auditing Your Single Source Suppliers”

Chairman, Steve Stein, Report of Utilization Data

Reviewed the Utilization data. See attached charts. The reported cost savings for fourth quarter 97 was, \$9,470, with expenditures being \$300, and net savings are \$9,170. The cumulative reported cost savings are \$633,509, expenditures \$131,566, and net savings \$501,949. The cumulative data reflects 239 shared reports with a cost savings of approximately \$2,651 per shared report (see attached charts).

Steve Stein presented information from the SQIG data base. Ran a report in January 1997 that produced 60 pages of suppliers. The same report was run in January 1998 and produced 40 pages a decrease of one-third. A slide of the utilization data was presented and discussed. This slide covered data from fourth quarter 1993 to fourth quarter 1997 (see attached Chart). A discussion followed as to why the drop off in usage. Some of the reasons were: SQIG members do not know when others are doing evaluations; individual members are not updating the SQIG data base in a timely manner. A couple of solutions were purposed. To help in this area, it was proposed that a three month calendar be posted on the SQIG home page of up and coming evaluations conducted by SQIG Members. That way those who wish to participate in a joint evaluation can and those who want a copy may request one. Those evaluations that come at the last minute will be posted on the SQIG list server. **The SQIG Secretary, Ron Natali, will look into producing this calendar.**

Database Administrator, Steve Stein

Mr. Stein discussed the future of the database. He envisions that it will one day be a Web only database and all data will be in real time. He indicated that instructions to get on the list-server is on the SQIG home page. The home page URL is:

<http://www.lanl.gov/sqig/sqighome.htm>

Those interested in obtaining access to the SQIG database, are requested to contact Steve Stein at, (516) 344-5694, or Ronald B. Natali at (510) 422-9105. Interested individuals will be provided the URL address and the user-name and password.

Steve presented the Web statistics. Average hits per month in 1996 was 1,973 and average hits in 1997 were 3,828. So far in 1998, Jan has seen 5,889, and February 5,172 hits. These statistics are on the SQIG home page. A demonstration was given as to how to obtain them.

Reports of the Working Groups

Membership, Steve Stein

Discussed that Richard Hopf memo that was sent to all DOE sites and contractors encouraging the use of SQIG (see attached and it is also posted on the SQIG home page).

The SQIG brochure has been updated and is posted on the SQIG home page.

The revision of the charter is complete and has been sent out for review and we are requesting that all current SQIG members re-sign a MOU due to the extensive changes made to the SQIG Charter. As of this meeting, only eight members have signed the new MOU accepting the new charter (copy of the new charter is attached).

Awards and recognition program is now complete. SQIG provides a coffee mug and certificate for members who have either left SQIG and/or provided exemplary service to the group. Nominations for recognition were requested and those nominated were:

Laurie McGavran,	LANL
Don Reagan,	ORNL
Roy Capshaw,	DOE-NVO
Chris Arana,	SNL

The following issues are still open with the marketing and membership committee:

Development of a membership kit will include the following:

SQIG brochure, video about SQIG, copy of the charter and operational documents, copy of the Memorandum of Understanding (MOU),

information to access the data base, utilization forms, along with their instructions, copy of the most recent SQIG Newsletter, web site address, and introductory letter, welcoming the new comers.

Development of education and training materials

Standardization Committee, Orville Paul

Chris Arana submitted a list of seven items that he felt the standardization committee should review. Orville Paul in an e-mail sent to Steve Stein, Chairperson, indicating that some of these questions deal with policy issues and may be referred to the Steering Committee.

1. *"You need to formalize the notification to the supplier of the intent to share the supplier evaluation info. with SQIG members. Use form with all Supplier Eval. Pkgs., obtain supplier approval, Maintain info. in SQIG database, "important review with each Co. Legal Department, obtain approval."*

Develop a generic cover letter that can be placed on the SQIG web-page that SQIG members can use. This letter will inform the supplier that they will be placed in the SQIG data base.

2. *"Obtain formal approval from DOE to share this information with SQIG members not associated with DOE."*

The Steering Committee will take this on as an action item.

3. *Obtain SQIG endorsement by DOE Weapon (DP), and other DOE programs.*

The Marketing and Membership committee will take this on as an action item.

4. *"Use Weapon quality standards criteria, checklists (highest level reqmt) when performing Supplier Capability and Surveys."*

Questions 4 & 5 are combined

5. *"Include in MOU DOE quality reqmts as "basis of the evaluation, such as 5700.6C, QC-1, 10CFR830.120, etc. (I believe this would help in obtaining DOE endorsement). This would promote MOU approval by DOE contractors, etc."*

(Questions 4 & 5 are combined) Develop a guidance document that all Contractors can use. There are checklists that are currently on the SQIG home page that should be used to develop a contractor's own checklists. Also provided will be matrices that show how individual QA standards meet each other needs.

6. *"Standardize Supplier Evaluation Package, encourage use by SQIG evaluators."*

Orville Paul has already submitted comments to Steve Stein on this matter.

7. *"Standardize Training of Lead Assessors, Team Members, Advisors, etc."*

This is already identified in the training of lead auditors.

Newsletter, Lily Reese

Lily Reese and Pat Mars, Newsletter is published twice a year. Next issue will be in July 1998. We will be requesting articles from each working group and those identified in the charter. Please help by providing this information in a timely manner.

Break 10-10:15

Report from the various members present as to what happening at their respective site.

Steve Stein, Brookhaven National Lab.

They have a new contractor, Brookhaven Scientific Associates (BSA). They have made a number of changes. Steve's group is now ES&H and Quality. They will eventually begin to look like Pacific North West. They will eventually be doing self-assessments and the Lab will be getting into doing Technology Transfer.

Orville Paul, Lawrence Livermore National Laboratory

Indicated that Ron Natali is the primary contact for LLNL. Any questions or inquiry should be directed to him. He will make sure all inquiries are directed to the proper individuals.

Mike Beattie indicated that as a result of the LLNL Procurement and Materiel reorganization, Procurement QA has been out-sourced. Mike will be the Contract administrator for that contract. The outside organization that will provide the QA function will send all reports to him and he will make those available to SQIG members. The QA assessments conducted by procurement deal only with QA and will not be assessing any particular companies technical capabilities.

Dave Torczon, Kaiser-Hill (Rocky Flats).

Kaiser-Hill currently supports evaluation of all subcontractors for Rocky Flats but they are moving toward changing the process so primary subcontractors can evaluate their own subcontractors. The proposed cleanup completion date of Rocky Flats is 2006.

Lily Reese, Los Alamos National Laboratory.

They have a new director at LANL that supports quality. LANL is moving towards a production phase. They are getting lots of requests for Quality support from programs at LANL. They do review all contracts and conduct pre-award evaluations. They currently have 37 JIT contracts.

Pat Mars, Bechtel Nevada.

Bechtel is looking to see what NTS can do for the community. Their QA group works closely with procurement.

Steve Mergenmeier, IT Corporation.

Characterization and Environmental restoration work at NTS. They collect samples and have them analyzed. Steve mentioned that SQIG is mentioned in the NTS-WAC. Also talked about the FERNALD incident. They had Procurement issues.

George Vaslos, Flour Daniel Hanford.

They have Fluor Daniel as the main contractor and 6 sub-contractors and then 6 more sub-contractors. With all these different contractors on site it is difficult to get work completed. When Flour Daniel took over, they adopted the Westinghouse QA program and then converted it to their own.

Manuel Vigil, Pantex Mason Hanger.

Quality assurance Engineering works out of procurement.

Tony Cannon, LMES, K-12.

Clean up work going on. Bechtel-Jacobs will be taking over as the new M & I. This will take place April 1, 1998. There is uncertainty going on and they expect to experience the same thing as the Hanford site did.

Everett Saverino, Sandia National Laboratory

Talked about quality being pushed back to the line organization. The Weapons group at Sandia has their own QA group. They are eliminating a lot of their Sandia developed software and replacing it with commercial software. Since we are no longer building new weapons, they are in the process of re-defining their mission.

Lynn Barnes, Allied Signal/FM & T.

Allied Signal has recently completed a down-sizing effort. There were 7600 employees and now they are currently 3200. DOE still wants them to complete the same amount of work with less people. This will be a challenge. Quality is an integral part of procurement process. They do a combination of outsourcing and do work in house.

Kent Calfee, ORNL.

Bechtel-Jacobs will be taking over as the new M & I and this will take place April 1, 1998. QA has been down sized. There is uncertainty as to what the future holds.

At the end of the report these reports, Steve Stein asked the membership if we should have this as an agenda item. The membership indicated in the affirmative. Everyone enjoys hearing what is happening through out the DOE complex. This type of networking allows individuals to ask questions and obtain information that will help them at their respective DOE Sites.

Presentations

Norm Sandlin, Director Contracts & Procurement, Kaiser-Hill Company, L.L.C. presented a pilot project for procurement of safety and non-safety fasteners (See attached view-graphs).

Everett Saverino from the Nuclear Weapons Council (NWC) presented their information. There is discussion between the NWC and SQIG about NWC joining SQIG (See attached view-graphs).

Lunch Break 12:30 PM to 2:00 PM

QA Working Group, Dave Torczon

Chartered by the DOE under-Secretary to look at suspect counterfeit parts. A book, *“Suspect/Counterfeit Items Identified at DOE Facilities,”* has been developed and is available off the internet. Contact Dave Torczon to get the URL address.

They are continuing to look at quality issues through out the DOE community. They are helping revise 5700.6C to 414.1. Tony Cannon is the SQIG liaison between the QA working group and SQIG. They wish more DOE contractors would participate. The QAWG is the primary group for developing and issuing DOE Quality Alerts.

Old Business

SQIG is now part of the DOE Technical Standards Committee

Steve Stein did a presentation to the 3-Point Committee which is now called National Laboratory

Improvement Council (NLIC). They were impressed with SQIG but felt they need to address other issues before committing to working with SQIG.

The Hammer Award application was submitted by Tony Cannon and is currently in the National Performance Review office. We are all waiting to see if we get it.

Development of a SQIG booth. This was tasked to the Marketing and Membership committee.

SQIG is too late for this year (1998) for application for the Energy Quality Award. The Steering

Committee has decided to use the Energy Quality Award process as a self-assessment of the SQIG activities.

Chris Arana developed a standardized checklist that involved the following QA standards, ISO 9001, 57600.6C and QC-1. This was given out at the last SQIG meeting and members were asked to use it and provide feed back to the standardization committee. The follow-up was tasked to the Standardization Committee.

Lynn Barnes, Allied Signal

Gave a demonstration of Mr. Simpson computerized audit tool that used Rapid Application development software with Microsoft Access as the foundation. This tool uses six standards from which you can develop check lists from. A sample check list is attached.

New Business

Next SQIG Meeting

Next meeting will be held at the Las Vegas Nevada DOE complex. The dates are October 20-22.

October 20

We will have a Steering Committee Meeting from 8 Am to 12 noon.

Working groups will meet from 1PM to 5 PM.

October 21

General Meeting Starting at 8AM and ending at 5 PM.

October 22

Training session on the SQIG data base fro 8-10 AM.

Steering Committee Meeting from 10:30 to 12 noon to recap the past two days.

Procurement and QA Issues

Discussion about how procurement and QA work together and it was suggested that we invite our procurement counterparts to the meeting in October. At that meeting, we will have a panel discussion as to how we can better work together.

Utilization data

We discussed the idea of reporting man-hours saved rather than dollars. If man-hours were reported, individual sites could then apply their own rates to them to establish their own cost savings. **This was tasked to the database and utilization committees.**

Discussed the possibility of doing geographic evaluations. This means for example, say LLNL needs to have an evaluation done of XYZ company that is located near Brookhaven National Lab (BNL). Rather than LLNL traveling out to do this, LLNL would pay BNL to do the evaluation. This philosophy was discussed extensively and discovered that a major stumbling block is that DOE has no mechanism in place to allow DOE contractors to bill each other

Tony Cannon asked about the status of the SPAT-15 committee.

SPAT-15 is the acronym for, "Special Process Action Team Number 15. They are chartered to look at all the assessments process through the DOE complex. This group has determined that there are multiple layers of assessments. EH-2 has gotten involved, but, they do not agree they should be involved in the process. They will be looking for a common ground to do assessments. For more information contact Jack Bartley at LBL, (510)486-7488. **Tony Cannon was tasked to look into the status of this committee.**

Lynn Barnes raised the question if we are asking suppliers we evaluate how they are planning to handle the year 2000 problem with their computer systems.

Steve Stein asked the membership how they felt the meeting went today and if we are heading in the right direction. The membership agreed that we were, but we still needed to make improvements.

Ron Natali asked if we still needed the Analytical Lab working group. Steve will look into this.

Orville Paul requested that a summary of actions items be included into future minutes.

Meeting adjourned 4:50 PM.